

Curriculum Vitae

Personal information

First name(s) / Surname(s) **María Pilar Gray Carlos**
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Nationality Spanish

Work experience

Dates	01/08/2007 – 31/07/2019
Occupation or position held	Lecturer and Language Coordinator for the Institution Wide Language Programme (IWLP).
Main activities and responsibilities	Spanish lecturer and convenor of the Spanish (Arabic and Portuguese when required) modules for the programme from levels A1 to B2/C1. Manager of a team of 4/5 teachers; responsible for the creation and supervision of courses: module descriptions, scheme of work, materials, assessment and quality assurance. Responsible for keeping up to date on e-learning technologies as well as organising and delivering training in this and other professional areas across the provision of modern languages. Responsible for marketing and student recruitment of the language programme across the university via websites, marketing materials, open days, student fairs, social media, etc. Member of the academic staff mentorship scheme within school.
Name and address of employer	ISLI, The University of Reading Whiteknights, PO Box 217, RG6 6AH Reading (United Kingdom) https://www.reading.ac.uk/ISLI/enhancing-studies/isli-learn-a-language.aspx
Type of business or sector	Higher Education
Dates	11/09/2017 – 11/09/2018
Occupation or position held	Academic partner – Electronic Management of Assessment EMA
Main activities and responsibilities	Year secondment. Provided advice and support on academic matters regarding to electronic submission, marking and feedback of student summative work. Collaborated on producing policies, materials for training and input on areas related to student dashboards and learning analytics.
Name and address of employer	EMA, The University of Reading Whiteknights, PO Box 217, RG6 6AH Reading (United Kingdom) https://sites.reading.ac.uk/ema/
Type of business or sector	Higher Education
Dates	01/10/2015 – 01/07/2018
Occupation or position held	Spanish External Examiner for the University of Sheffield
Main activities and responsibilities	Provided programme and examination quality assurance. Provided advice and guidance on exams; ratified final marks and commented on procedures followed and on standards of work across modules and programme.
Name and address of employer	Dr Minerva Sirera Trull. Modern Languages Teaching Centre. http://www.sheffield.ac.uk/mltc
Type of business or sector	Higher Education
Dates	01/10/2011 - June 2015
Occupation or position held	Spanish External Examiner for the University of Manchester.
Main activities and responsibilities	Supported programme quality assurance measures on examination papers and procedures as well as verified and ratified marks awarded.
Name and address of employer	Dr Ana Niño. The University of Manchester. Leap programme. http://www.langcent.manchester.ac.uk/
Type of business or sector	Higher Education

Dates	01/11/2011 - 01/11/2013
Occupation or position held	Manage and Coordinate the creation of an International Summer School for The University of Reading.
Main activities and responsibilities	Brought together different departments to start the provision of new short courses under the umbrella of Summer Courses. Use of interpersonal skills and management skills to start and negotiate a whole new venture across the university. Administration and supervision of classes as well as student support.
Name and address of employer	International Studies and Language Institute (ISLI), The University of Reading Whiteknights, PO Box 217, RG6 6AH Reading (United Kingdom)
Type of business or sector	Higher Education
Dates	17/09/2003 - 01/07/2010
Occupation or position held	Spanish Teacher
Main activities and responsibilities	Created courses and materials, taught Spanish to adults.
Name and address of employer	Bracknell & Wokingham College Church Road, RG12 1DJ Bracknell (United Kingdom)
Type of business or sector	Lifelong Education
Dates	17/09/2001 - 01/07/2003
Occupation or position held	Spanish Teacher
Main activities and responsibilities	Prepared adult students for GCSE and A level examinations.
Name and address of employer	Reading College aka Thames Valley University Kings Road, RG1 4JL Reading (United Kingdom)
Type of business or sector	Lifelong Education
Dates	01/11/1998 - 30/06/2001
Occupation or position held	Customer Service Adviser
Main activities and responsibilities	While completing an MA in translation. My duties included troubleshooting and resolution of connection and payment queries taking inbound calls from customers.
Name and address of employer	World Telecom London
Type of business or sector	Telecommunications
Dates	01/05/1998 - 01/10/1998
Occupation or position held	Personal Assistant
Main activities and responsibilities	Facilitated the contacts and acted as interpreter for a Warner Brothers President in order to establish conversations with Madrid's City Borough to create an Amusement Park.
Name and address of employer	Warner Brothers Madrid (Spain)
Type of business or sector	Secretarial
Dates	2000 - 2002
Occupation or position held	Freelance Translator
Main activities and responsibilities	Commercial translation experience includes web pages for marketing purposes (i.e. virtual shops), web site information for Euroscript (European community programme: http://www.euroscript.co.uk/), web pages for aquariums http://www.healthypets-spain.com/ , on-going translations for outdoors accessories and translation projects for companies such as International Fiscal Services, Moody's Investors and Warner Brothers.
Type of business or sector	Translation
Dates	01/06/1990 - 01/10/1997
Occupation or position held	Various secretarial and administrative positions
Main activities and responsibilities	Secretarial duties.
Name and address of employer	On request.
Type of business or sector	Various

Education and training

Dates	September 2017 - present
Title of qualification awarded	MSc in Digital Education – online – modular
Principal subjects / occupational skills covered	Modules taken up to now: Introduction to Digital Environments; Digital Strategy, Strategy & Policy; Assessment, Learning and Digital Education; Understanding Learning in the Digital Environment. http://digital.education.ed.ac.uk/courses
Name and type of organisation providing education and training	The University of Edinburgh http://online.education.ed.ac.uk/
Level in national or international classification	ISCED 5
Dates	15/09/2004 - 10/01/2006
Title of qualification awarded	Postgraduate in Higher and Further Education
Principal subjects / occupational skills covered	Teacher training. Issues, Values and Policies. Classroom organization. Teaching and learning trends and theories. Elaboration of schemes of work and lesson plans.
Name and type of organisation providing education and training	Greenwich University Old Royal Naval College, Park Row, SE10 9LS London (United Kingdom)
Level in national or international classification	ISCED 5
Dates	01/10/1998 - 01/10/2000
Title of qualification awarded	Masters in Bilingual Translation
Principal subjects / occupational skills covered	Scientific, literary, economic and journalistic translation from English into Spanish and from Spanish into English.
Name and type of organisation providing education and training	University of Westminster 309 Regent Street, W1B 2UW London (United Kingdom)
Level in national or international classification	ISCED 5
Dates	01/10/1992 - 01/10/1998
Title of qualification awarded	Bachelor of Arts
Principal subjects / occupational skills covered	English Philology. English Language and Literature.
Name and type of organisation providing education and training	Universidad Autónoma de Madrid Ciudad Universitaria de Cantoblanco, 28049 Madrid (Spain)
Level in national or international classification	ISCED 4
Dates	2008 - 20011
Title of qualification awarded	Certificates
Principal subjects / occupational skills covered	Skills in Negotiation, Handling Difficult People and Situations, Recruitment and Selection Panel Interviews, Introduction to Prince Project Management, ILM Introductory Programme in Management.
Name and type of organisation providing education and training	Reading University Professional Development Reading (UK)
Level in national or international classification	Various
Dates	15/09/1987 - 01/07/1989
Title of qualification awarded	Bilingual Secretary Diploma
Principal subjects / occupational skills covered	Typing, shorthand, business English, German, economy, office management.
Name and type of organisation providing education and training	Mary Ward College (Vocational) 28006 Madrid (Spain)

Level in national or international classification

ISCED 3

Personal skills and competences

Mother tongue(s)

Spanish

Other language(s)

Self-assessment
European level ()*

English

Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A1	Basic User	A1	Basic User	-	-	-	-	-	-

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

Teamwork spirit coupled with good ability to adapt to an international and multicultural environment gained through my work at the University but also through voluntary programmes such a community development in Mexico and creating awareness on women and children victims of violence in the Middle East.

Organisational skills and competences

Leadership thanks to the ability to identify needs and motivate colleagues in order to expand the programme and provide successful language teaching and learning to more than 200 students yearly. Experienced team manager and mentor gained through my years as a lecturer and as a manager. Good eye for dissemination and promotion of programme objectives via analysis of market trends and needs, gained as the dissemination officer of the programme. Good ability to meet deadlines and organize workloads gained through teaching and management experience in the present position.

Technical skills and competences

Responsible for adoption, implementation and development of e-learning within a team of 24+ lecturers. Use of various LM systems within the university including the VLE Blackboard Learn.

Computer skills and competences

User of Microsoft Office 365; Blackboard Learn; Sparkol; Smart Board; Personal Capture and a variety of free software such Padlet, Quizlet and other language learning tools.

Other skills and competences

Ability to listen and deal with complex issues while keeping a calm manner.

Driving licence(s)

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Additional information

References:

Mrs Alison Nader
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